



DEPARTMENT OF THE NAVY
HEADQUARTERS UNITED STATES MARINE CORPS
WASHINGTON, DC 20380-0001

MCO 12920.2
MPC-33
1 Sep 89

MARINE CORPS ORDER 12920.2

From: Commandant of the Marine Corps
To: Distribution List

Subj: SALARY ADJUSTMENTS FOR SENIOR EXECUTIVE SERVICE (SES)
MEMBERS

Ref: (a) SECNAVINST 12920.1B

1. Purpose. To update procedures for the approval of salary adjustments for members of the Senior Executive Service (SES).

2. Cancellation. HQO 12920.1A.

3. Background

a. Each SES member will be paid at one of six salary levels (ES-1 through ES-6). The rate of pay for each ES level is established and adjusted by the President. No SES member may be advanced to a higher pay rate unless 12 months have elapsed since the last such advancement.

b. A single one or two step increase may be authorized for SES members based on their performance in conjunction with other factors, such as, the qualifications of the individual, the duties and responsibilities of the position, and the external job market for the occupation. It should be progressively more difficult to move up the scale from the lower levels (ES-1/2) to the highest levels (ES-5/6).

c. The Assistant Commandant of the Marine Corps (ACMC) has authority to approve increases through the ES-4 level. Advancement to the ES-5 and ES-6 level will be limited and will require prior approval of the Under Secretary of the Navy (UNSECNAV). Decreases in pay of one level, based on performance, may be made only after a written 15-calendar day advance notice to the individual and the UNSECNAV is completed.

4. Procedures

a. New career SES members will have their salaries set at one of the six ES levels in consideration of the following criteria: the responsibilities of the position, the qualifications of the individual and their probable impact upon the position being filled, and special recruitment problems.

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b. Employees appointed to the SES from other Federal pay systems will not be assigned a rate of pay lower than their present rate. Authority for setting pay is delegated to the selecting officials with the exception of the ES-5 or ES-6 level which require prior approval of the UNSECNAV.

c. The reference states that pay adjustments may not be effective within the 12-month period following initial appointment or receipt of the last pay adjustment. The timing of these adjustments is not affected by comparability or pay cap increases.

d. An Executive Salary Review Board (ESRB) will be established to consider salary adjustments for Marine Corps SES members. The Board will be composed of at least three members (general officers or the SES equivalent). The ACMC will designate the membership of the Board. To reflect the official nature of the Board, a Chair will be appointed to preside over the functions of the Board. The Chair, a lieutenant general, will be the senior ranking Board member. The ESRB will meet annually, normally in the first quarter of the fiscal year. Salary adjustments will only be considered by the ESRB at its annual meeting.

e. The call for nominations by SES supervisors for salary adjustment review will be made after the annual SES performance appraisals have been approved by the Commandant of the Marine Corps. A pay increase will not be considered for an SES member having less than a fully successful rating.

f. Nominations will consist of written justification for the adjustment which shows the individual's impact on the organization's and the Marine Corps' sphere of influence; the current position description; all SES performance ratings for the member; an SES promotion and pay history, including information regarding SES bonuses or Presidential ranks, and special awards or honors; and an updated biography of the SES member, including previous positions and education. Nominations will be forwarded under special handling cover. SES supervisors are responsible for the timely submission of nomination packages.

g. Copies of the nomination packages will be provided to each Board member for review prior to the ESRB annual meeting. Subject to the direction of the Chair, when there is more than one case to consider, members will be prepared to brief designated cases at the annual meeting.

h. In its decision, the ESRB will consider such factors as the member's performance and qualifications; the responsibilities of the position and its relative importance to the accomplishment of the Marine Corps' mission; the market place for the

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occupation; the "rank-in-the-person" concept (the unique requirements the individual brings to the job), as well as comparable positions within the Navy and other Department of Defense components.

i. After a case has been briefed, the ESRB will recommend approval or disapproval. Each ESRB member will have one vote. The majority vote will be the recommendation of the ESRB.

j. Recommendations of the ESRB will be sent to the ACMC for final decision or for forwarding to the UNSECNAV. There will be no appeal of the ESRB recommendations or ACMC and UNSECNAV decisions.

k. Supervisors of SES members will ensure that pertinent information is made available to the Board upon request. The SES member and SES supervisor will be advised, in writing, of the ACMC or UNSECNAV decision. Pay adjustments will be effective the same date as ACMC or UNSECNAV approval.

5. Action

a. SES supervisors are responsible for the timely submission of salary justifications.

b. The ACMC is responsible for designating the membership of the ESRB and for approving salary increases through the ES-4 level. The ACMC will approve recommendations for salary increases to the ES-5 and ES-6 level for forwarding to the UNSECNAV.

c. The Deputy Chief of Staff for Manpower and Reserve Affairs (CMC(M&RA)) is responsible for coordinating required actions under this Order.



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